



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
3/21/2022 7:30 PM
Conducted by Remote Participation – Zoom Meeting

ATTENDEES:

Gibian	P	Padaria	P	Harmer	P	Tosti	P
Blundell	P	Migliazzo	P	LaCourt	P	Nascimento	P
Ellis	A	Wallach	A	Jones	P	Deshler	A
Healy	P	Foskett	P	Kocur	P	Carman	P
Beck	P	Crawford Pokress	P	Kellar	P	McKenna	P
						Bradley	P

P indicates Present; L indicates late; A indicates Absent

Visitors: Julie Wayman (Town Budget Analyst), Sandy Pooler (Deputy Town Manager/Finance Director)

INTRODUCTION

1. Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call.
2. Foskett asked and LaCourt agreed that she would prepare the BlueBikes Warrant Article (No. 60) write-up for the Finance Committee report and be prepared to speak to the matter at Town Meeting if necessary due to Foskett's opposition to the article.
3. Foskett reminded the committee that a motion to reconsider a budget requires two thirds approval by the committee and that a motion to reconsider a budget does not equate to approving any proposed changes to the budget.
4. Foskett provided clarification on procedures for transferring funds from the Reserve Fund to the Override Stabilization Fund. Foskett detailed that a transfer of funds in or out of the Reserve Fund requires a two-thirds vote in favor at Town Meeting and that a State law allows Finance Committees to make transfers from the Reserve Fund to Departments specifically, not Funds.

BUDGETS AND ARTICLES

1. Health & Human Services Budget - Reconsideration (No. 24)
 - a. VOTE: the committee voted unanimously in favor of reconsidering the Health & Human Services budget.
 - b. Council on Aging budget: the committee confirmed that no action was needed because budget changes detailed by the Town Manager office were already captured in the original vote which took place on 3/14/22.

- c. Health & Human Services budget: an internal transfer which filled a vacant position resulted in a \$6,993 increase to the budget to align with the internal candidate's salary step level.
 - I. VOTE: the committee approved the increase of \$6,993 unanimously equaling an updated Salary Detail Taxation Total of \$565,662 (previously \$558,669).
- d. Police Civilian Advisory Board (subset of Diversity, Equity and Inclusion Division) budget: Pooler detailed the Town Manager office request for allocation of \$25,000 to to a Police Civilian Advisory Board. The committee received two motions which were both seconded. The first motion was motion of no action. The second motion was a motion to postpone the vote on the budget.
 - I. VOTE: the committee approved a motion of no action with nine in favor (Beck, Padaria, Migliazzo, Jones, Kocur, Kellar, Tosti, Carman, McKenna) and seven opposed (Gibian, Blundell, Healy, Crawford Pokress, Harmer, LaCourt, Nascimento)

2. Highway (No. 17)

- a. Wayman described an anticipated increase in fuel costs due to the construction of the Department of Public Works building resulting in town vehicles temporarily unable to refuel through the town pump.
- b. VOTE: the committee approved the increase of \$15,000 unanimously after a motion to reconsider the budget was moved and seconded.
- c. FY22 Snow & Ice Budget: the Town Manager office anticipates that FY22 Snow and Ice expenses should finish under the FY22 budget because the town should be able to liquidate some encumbrances.

3. Committees & Commissions (Warrant Article No. 56): the committee reviewed proposed FY23 budgets for the 13 Committees and Commissions detailed in the Manager Budget.

- a. The Arlington Historical Commission had requested an increase in their budget but had not yet detailed their specific increase request. The committee included the FY22 budget of \$2,660 for the Arlington Historical Commission for the purpose of this vote on the Commission's FY23 budget in case the Commission did not follow through with an increase request.
- b. Note that the \$35,000 FY23 budget for the Arlington Commission on Arts & Culture was approved on 3/16/22.
- c. It was moved and seconded to postpone voting on the Commission on Disability for seven days in which time the Commission on Disability would need to submit a detailed budget for review.
- d. VOTE: the committee voted unanimously to approve \$33,835 in budgets for 11 Committees and Commissions in the allocations as follows

I.	Arlington Historical Commission	\$2,660
II.	Historic District Commissions	\$5,100
III.	Capital Planning Committee	zero
IV.	Recycling Committee	\$3,000
V.	Human Rights Committee	\$7,500
VI.	Arlington Tourism & Economic Development Committee	\$4,275
VII.	Envision Arlington	\$3,000
VIII.	Transportation Advisory Committee	\$2,000
IX.	Scenic By-Way	\$2,000
X.	Open Space Committee	\$300

XI.	LGBTQIA+ Rainbow Commission	\$4,000
	TOTAL	\$33,835

4. Summary

Budget #	Budget Name	Amount	Status
24	Health & Human Services	\$6,993 increase	Approved
24	Police Civilian Advisory Board (DEI Division)	\$25,000	No Action
17	Department of Public Works: Highway	\$15,000 increase	Approved
WA 56 a	Arlington Historic Commission	\$2,660	Approved
WA 56 b	Historic District Commissions	\$5,100	Approved
WA 56 c	Capital Planning Committee	Zero	Approved
WA 56 d	Commission on Disability	\$25,000	Postponed
WA 56 e	Recycling Committee	\$3,000	Approved
WA 56 f	Human Rights Committee	\$7,500	Approved
WA 56 g	Arlington Tourism & Economic Development Committee	\$4,275	Approved
WA 56 h	Envision Arlington	\$3,000	Approved
WA 56 i	Transportation Advisory Committee	\$2,000	Approved
WA 56 j	Scenic By-Way	\$2,000	Approved
WA 56 k	Open Space Committee	\$300	Approved
WA 56 l	LGBTQIA+ Rainbow Commission	\$4,000	Approved

CONCLUSION

The meeting adjourned at 9:06 PM.

The next meeting is Wednesday, March 23, 2022 at 7:30 PM.

Tara Bradley
3/27/2022

Reference 1: FY23 Budget Changes Email – Julie Wayman

Reference 2: FY23 CO A& HHS Salary Pages

Reference 3: FY23 COA & HHS Master Budget pages

Reference 4: DEI - Civilian Police Advisory Board establishment budget page

Reference 5: Highway Budget page with Fuel updates

Reference 6: HHS Salary Pages Comparison – Jones Screensharing

From: "Julie Wayman" <JWayman@town.arlington.ma.us>
To: "charlie.foskett@foskettco.com" <charlie.foskett@foskettco.com>, tbradley@town.arlington.ma.us
Cc: "Sandy Pooler" <SPooler@town.arlington.ma.us>
Date: 03/16/2022 09:03 AM
Subject: FY23 Budget Changes: COA, HHS, DEI, and Highway

Hi Charlie and Tara,

Attached please find four updated budgets: Council on Aging (already voted by FinCom), Health and Human Services, Diversity, Equity, and Inclusion, and Highway.

COA: The master budget excerpt and the salary pages include the updated offset of \$96,115, as voted by the FinCom Monday night.

Please revote the following:

HHS: HHS was able to fill their vacant Administrative Assistant position with a current staff member, Laura Munsey, who is currently at a step 8 and will remain at a step 8 when she fills the Administrative Assistant position. This hire increased the FY23 HHS salary by \$6,993. The HHS salary page also included Ashley Jean who has left the department and will not be replaced. Her salary and her corresponding offset were both removed. Her position was funded through ARPA. Finally, the Medical Reserve Corps offset was removed. This offset partially funded Jessica Kerr. We have instead increased Jessica Kerr's ARPA offset.

The new total for HHS salaries is \$834,186 (Manager's budget book total) - \$64,864 (Ashley Jean) + Laura Munsey (\$6,993) = \$776,315.

The adjustment to the offset in HHS left the budget \$40K under the 3.0% increase to be allocated to the town budgets.

DEI: With the Select Board's recent endorsement of the Police Civilian Advisory Board Study Committee's recommendation we have decided to allocate \$25K into 5720 CIVILIAN ADVISORY BOARD ESTABLISHMENT to fund the work of establishing the Civilian Advisory Board commission.

Highway: We have also allocated \$15K into 5213 AUTO GAS AND OIL in the Highway expense budget to help cover the likely continued increase in fuel costs, due in part to the lack of the DPW fuel station during DPW building construction and instead paying retail price at local gas stations, which will continue throughout the construction of the DPW building.

Attached please find the four budgeted impacted by these changes above. Please let us know if you have any questions, we are glad to go over this with you before you meet if you'd like.

Thank you,
Julie

Julie Wayman
Management Analyst
Town of Arlington
730 Massachusetts Avenue
Arlington, Massachusetts 02476
781-316-3005

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

Attachments:

File: ATT00003.txt	Size: 2k	Content Type: text/plain
File: ATT00004.html (Shown Inline)	Size: 9k	Content Type: text/html
File: FY23 COA+HHS, General Gov Salary.pdf	Size: 72k	Content Type: application/pdf
File: FY23 COA+HHS, FY2023 MASTER BUDGET.pdf	Size: 63k	Content Type: application/pdf
File: DEI, CAB Establishment, FY2023 MASTER BUDGET.pdf	Size: 56k	Content Type: application/pdf
File: Highway w fuel money, FY2023 MASTER BUDGET.pdf	Size: 59k	Content Type: application/pdf

FY 2023 SALARY DETAIL HEALTH AND HUMAN SVC		FY2023							FY2022	FY2023				
		FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
BONGIORNO	DIR. OF HEALTH AND HUMAN SRVS.	1.00	MGMT	2			98,911	142,930	128,998	142,930	142,930	0	5,717	148,647
WADEN	PUBLIC HEALTH DIRECTOR	1.00	MTP	13	8	8	83,068	107,484	93,012	107,484	107,484	0	900	108,384
MARTIN	HEALTH COMPLIANCE OFFICER	1.00	MTP	8	8	8	63,306	81,914	81,914	81,914	81,914	0	500	82,414
KERR	PUBLIC HEALTH NURSE	1.00	MTP	8	8	8	63,306	81,914	65,531	81,914	81,914	0	500	82,414
BISHOP	HEALTH COMPLIANCE INSPECTOR	1.00	MTP	7	3	3	61,166	79,143	79,143	65,837	63,458	2,379	0	65,837
VODKA	PROGRAM COORDINATOR - AYHSC	1.00	MTP	8	7	7	63,306	81,914	81,914	78,951	76,100	2,851	0	78,951
CURBOW	HEALTH COMPLIANCE OFFICER	1.00	ATP	7	4	4	60,262	78,996	64,864	67,295	64,864	2,431	0	67,295
NEYLON	PUBLIC HEALTH NURSE	1.00	MTP	8	5	5	63,306	81,914	0	73,347	73,347	0	0	73,347
MUNSEY	HHS ADMINISTRATIVE ASSISTANT	1.00	ATP	4	8	8	52,553	69,026	59,058	69,026	59,792	9,234	0	69,026
APPROPRIATION TOTAL:									735,590	768,698	751,803	16,895	7,617	776,315
Less: ARPA, Public Health		(2.61)							(90,560)	(190,610)	(188,179)	(2,431)	(305)	(190,915)
Less: Bureau of Substance Abuse		(0.25)							(20,479)	(19,738)	(19,025)	(713)	-	(19,738)
TAXATION TOTAL:		6.14							612,065	558,350	544,599	13,751	7,312	565,662

FY 2023 SALARY DETAIL		FY2023							FY2022	FY2023				
COUNCIL ON AGING	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
SHAH	EXECUTIVE DIRECTOR- COA	1.0000	SEIU	11	5	6	71,875	96,287	81,773	84,838	81,773	3,065	0	84,838
AUGUST	SOCIAL WORKER COA	1.0000	MTP	7	8	8	61,166	79,143	79,143	79,143	79,143	0	1,100	80,243
SLINEY	GERIATIC NURSE CLINICIAN	0.8571	MTP	8	5	5	63,306	81,914	56,558	62,869	60,598	2,271	0	62,869
SHAPIRO-IDE	SOCIAL WORKER COA	1.0000	MTP	7	8	8	61,166	79,143	79,143	79,143	79,143	0	700	79,843
ANGELL	PRINCIPAL CLERK & SECRETARY	1.0000	OFFA	4	8	8	39,924	52,687	52,687	52,687	52,687	0	300	52,987
WHITTIE	RECEPTIONIST	0.8857	OFNU	3	4	5	38,779	50,178	0	39,077	37,665	1,412	0	39,077
GANDHI	RECEPTIONIST	0.6857	OFNU	3	6	6	38,779	50,178	30,810	31,965	30,810	1,155	343	32,308
APPROPRIATION TOTAL:									380,114	429,722	421,819	7,903	2,443	432,165
Less: Executive Office of Elder Affairs		-1.74							(51,811)	\$ (95,441)	\$ (93,299)	\$ (2,142)	\$ (675)	\$ (96,115)
TAXATION TOTAL:		4.6856							328,303	334,281	328,520	5,761	1,768	336,050

	2020 Actual	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
0151281 HEALTH & HUMAN SERVICES SALARIES						
5100 SALARIES & WAGES	526,223	591,267	735,590	768,698	33,108	4.50%
5103 OVERTIME	8,716	8,626	7,500	7,500	0	0.00%
5156 LONGEVITY	5,175	6,484	6,484	7,617	1,133	17.47%
5161 AUTO ALLOWANCE	-	-	1,300	1,300	0	0.00%
0151281 HEALTH & HUMAN SERVICES SALARIES	540,114	606,377	750,874	785,115	34,241	4.56%
0151282 HEALTH & HUMAN SERVICES EXPENSES						
5208 RENTAL OF BUILDINGS	25,000	50,000	60,000	60,000	0	0.00%
5209 IN-STATE TRAVEL	1,090	1,086	-	-	0	-
5213 AUTO & GAS	275	254	-	-	0	-
5217 DUES/SUBSCRIPTIONS	1,873	570	1,000	1,000	0	0.00%
5218 TRAINING	1,762	4,018	2,500	2,500	0	0.00%
5223 OFFICE SUPPLIES	2,399	3,455	2,400	2,400	0	0.00%
5224 OTHER SUPPLIES	1,394	995	2,500	2,500	0	0.00%
5271 SUPPLIES:MEDICAL	4,835	1,510	2,000	2,000	0	0.00%
5299 OTHERWISE UNCLASSIFIED	3,336	1,052	600	600	0	0.00%
5351 ARLINGTON YOUTH HEALTH & SAFETY COALITION	442	37,175	7,500	7,500	0	0.00%
5382 CONTRACTED SERVICES	-	-	37,000	42,480	5,480	14.81%
5385 RODENT CONTROL	21,367	2,000	40,000	40,000	0	0.00%
5620 MOSQUITO CONTROL	21,400	35,400	35,400	35,400	0	0.00%
0151282 HEALTH & HUMAN SERVICES EXPENSES	85,173	137,515	190,900	196,380	5,480	2.87%
HEALTH & HUMAN SERVICES APPROPRIATION TOTAL	625,287	743,892	941,774	981,495	39,721	4.22%
OFFSETS	-	-	(122,640)	(210,653)	(88,013)	71.77%
HEALTH & HUMAN SERVICES TAXATION TOTAL	625,287	743,892	819,134	770,842	(48,292)	-5.90%

	2020 Actual	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
0154181 COUNCIL ON AGING SALARIES						
5100 SALARIES & WAGES	279,357	318,477	380,115	429,722	49,607	13.05%
5156 LONGEVITY	1,575	500	2,100	2,443	343	16.33%
5160 STIPENDS	850	850	425	425	0	0.00%
5161 AUTO ALLOWANCE	-	-	1,400	1,400	0	0.00%
0154181 COUNCIL ON AGING SALARIES	281,782	319,827	384,040	433,990	49,950	13.01%
0154182 COUNCIL ON AGING EXPENSES						
5208 RENTAL OF BUILDINGS	25,000	60,000	60,000	60,000	0	0.00%
5209 IN-STATE TRAVEL	1,387	1,515	-	-	0	-
5223 OFFICE SUPPLIES	2,291	4,051	4,300	4,300	0	0.00%
5228 PRINTING	-	-	500	500	0	0.00%
5299 RECEPTION SUPPORT	-	528	-	-	0	-
0154182 COUNCIL ON AGING EXPENSES	28,677	66,094	64,800	64,800	0	0.00%
COUNCIL ON AGING APPROPRIATION TOTAL	310,460	385,921	448,840	498,790	49,950	11.13%
OFFSETS	-	-	(51,551)	(96,115)	(44,564)	86.45%
COUNCIL ON AGING TAXATION TOTAL	310,460	385,921	397,289	402,675	5,386	1.36%

	2020 Actual	2021 Actual	2022 Budget	2023 Budget	\$ Change
0151981 DIVERSITY, EQUITY, AND INCLUSION SALARIES					
5100 SALARIES & WAGES	-	-	103,085	187,194	84,109
0151981 DIVERSITY, EQUITY, INCLUSION SALARIES	-	-	103,085	187,194	84,109
0151982 DIVERSITY, EQUITY, AND INCLUSION EXPENSES					
5218 TRAINING	-	-	1,750	1,750	0
5219 CONSULTING	-	-	36,000	36,000	0
5223 OFFICE SUPPLIES	-	-	250	250	0
CIVILIAN ADVISORY BOARD ESTABLISHMENT	-	-	-	25,000	25,000
0151982 DIVERSITY, EQUITY, AND INCLUSION EXPENSES	-	-	38,000	63,000	25,000
DIVERSITY, EQUITY, INCLUSION APPROPRIATION TOTAL	-	-	141,085	250,194	109,109
OFFSETS	-	-	-	(54,216)	(54,216)
DIVERSITY, EQUITY, INCLUSION TAXATION TOTAL	-	-	141,085	195,978	54,893

	2020 Actual	2021 Actual	2022 Budget	2023 Budget	\$ Change
0142281 HIGHWAY SALARIES					
5100 SALARIES & WAGES	1,143,339	1,154,651	1,368,932	1,322,988	(45,944)
5102 SALARIES & WAGES TEMP	35,471	31,841	65,000	65,000	0
5103 OVERTIME	144,851	134,071	133,024	133,024	0
5111 DOUBLE TIME	8,361	6,200	13,200	13,200	0
5119 OUT OF GRADE PAY	10,922	12,522	11,400	11,400	0
5141 CLOTHING	9,975	8,400	11,025	11,025	0
5156 LONGEVITY	15,769	17,488	15,436	15,932	496
0142281 HIGHWAY SALARIES	1,368,689	1,365,173	1,618,017	1,572,569	(45,448)
0142282 HIGHWAY EXPENSES					
5202 MAINTENANCE	45,206	31,255	55,500	55,500	0
5211 ENERGY	18,974	18,520	23,000	23,000	0
5213 AUTO GAS & OIL	122,954	111,287	170,000	185,000	15,000
5213 CEM AUTO GAS & OIL	4,351	4,471	-	-	0
5214 HEATING FUEL	26,431	26,453	32,000	32,000	0
5218 TRAINING	4,143	1,364	2,500	2,500	0
5224 OTHER SUPPLIES	246,413	227,742	305,000	305,000	0
5270 MARKING HIGHWAYS	23,992	50,902	45,000	45,000	0
5832 SMALL EQUIPMENT	526	2,086	5,000	5,000	0
0142282 HIGHWAY EXPENSES	492,990	474,079	638,000	653,000	15,000
HIGHWAY APPROPRIATION TOTAL	1,861,679	1,839,253	2,256,017	2,225,569	(30,448)
OFFSETS	(413,970)	(434,641)	(445,893)	(450,528)	(4,635)
HIGHWAY TAXATION TOTAL	1,447,709	1,404,612	1,810,124	1,775,041	(35,083)

FY 2023 SALARY DETAIL			FY2023						FY2022	FY2023					
HEALTH AND HUMAN SVC	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
BONGIORNO		DIR. OF HEALTH AND HUMAN SRVS.	1.00	MGMT	2			98,911	142,930	128,998	142,930	142,930	0	5,717	148,647
WADEN		PUBLIC HEALTH DIRECTOR	1.00	MTP	13	8	8	83,068	107,484	93,012	107,484	107,484	0	900	108,384
MARTIN		HEALTH COMPLIANCE OFFICER	1.00	MTP	8	8	8	63,306	81,914	81,914	81,914	81,914	0	500	82,414
KERR		PUBLIC HEALTH NURSE	1.00	MTP	8	8	8	63,306	81,914	65,531	81,914	81,914	0	500	82,414
BISHOP	SULLIVAN	HEALTH COMPLIANCE INSPECTOR	1.00	MTP	7	3	3	61,166	79,143	79,143	65,837	63,458	2,379	0	65,837
WODKA		PROGRAM COORDINATOR - AYHSC	1.00	MTP	8	7	7	63,306	81,914	81,914	78,951	76,100	2,851	0	78,951
CURBOW		HEALTH COMPLIANCE OFFICER	1.00	ATP	7	4	4	60,262	78,996	64,864	67,295	64,864	2,431	0	67,295
NEYLON		HEALTH COMPLIANCE OFFICER	1.00	ATP	7	3	3	60,262	78,996	62,520	64,864	62,520	2,344	0	64,864
MACANT		PUBLIC HEALTH NURSE	1.00	MTP	8	5	5	63,306	81,914	0	73,347	73,347	0	0	73,347
RESTEFANO		HHS ADMINISTRATIVE ASSISTANT	1.00	ATP	4	5	6	52,553	69,026	59,058	62,033	59,792	2,241	0	62,033
APPROPRIATION TOTAL:										735,590	826,569	814,323	12,246	7,617	834,186
Less: Medical Reserve Corp			(0.41)							(26,868)	(33,585)	(33,585)	-	(205)	(33,790)
Less: ARPA, Public Health			(3.20)							(63,692)	(221,889)	(217,114)	(4,775)	(100)	(221,989)
Less: Bureau of Substance Abuse			(0.25)							(20,479)	(19,738)	(19,025)	(713)	-	(19,738)
TAXATION TOTAL:			6.14							612,065	551,357	544,599	6,758	7,312	558,669

FY 2023 SALARY DETAIL HEALTH AND HUMAN SVC			FY2023							FY2022	FY2023				
			FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
BONGIORNO	DIR. OF HEALTH AND HUMAN SRVS.		1.00	MGMT	2			98,911	142,930	128,998	142,930	142,930	0	5,717	148,647
WADEN	PUBLIC HEALTH DIRECTOR		1.00	MTP	13	8	8	83,068	107,484	93,012	107,484	107,484	0	900	108,384
MARTIN	HEALTH COMPLIANCE OFFICER		1.00	MTP	8	8	8	63,306	81,914	81,914	81,914	81,914	0	500	82,414
KERR	PUBLIC HEALTH NURSE		1.00	MTP	8	8	8	63,306	81,914	65,531	81,914	81,914	0	500	82,414
BISHOP	HEALTH COMPLIANCE INSPECTOR		1.00	MTP	7	3	3	61,166	79,143	79,143	65,837	63,458	2,379	0	65,837
WODKA	PROGRAM COORDINATOR - AYHSC		1.00	MTP	8	7	7	63,306	81,914	81,914	78,951	76,100	2,851	0	78,951
CURBOW	HEALTH COMPLIANCE OFFICER		1.00	ATP	7	4	4	60,262	78,996	64,864	67,295	64,864	2,431	0	67,295
NEYLON	PUBLIC HEALTH NURSE		1.00	MTP	8	5	5	63,306	81,914	0	73,347	73,347	0	0	73,347
MUNSEY	HHS ADMINISTRATIVE ASSISTANT		1.00	ATP	4	8	8	52,553	69,026	59,058	69,026	59,792	9,234	0	69,026
APPROPRIATION TOTAL:										735,590	768,698	751,803	16,895	7,617	776,315
Less: ARPA, Public Health			(2.61)							(90,560)	(190,610)	(188,179)	(2,431)	(305)	(190,915)
Less: Bureau of Substance Abuse			(0.25)							(20,479)	(19,738)	(19,025)	(713)	-	(19,738)
TAXATION TOTAL:										612,065	558,350	544,599	13,751	7,312	565,662